



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT

Division of Economic Support
Bureau of Welfare Initiatives

TO: **Economic Support Supervisors
Economic Support Lead Workers
Training Staff
FSET Administrative and Provider Agencies
Child Care Coordinators
W-2 Agencies**

BWI OPERATIONS MEMO

No.: 99-28

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Non W-2 ☒ **W-2** ☒ **CC** ☐

PRIORITY: Medium

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SUBJECT: HEALTHY START OUTSTATIONING

CROSS REFERENCE: DES Administrator's Memo 91-84 (9/20/91)
BWI Operations Memo 92-32 (8/28/92)
BWI Operations Memo 98-91 (12/17/98)

PURPOSE

This Operations Memo provides general instructions to local county/tribal agencies on processing applications received from Healthy Start (HS) outstation sites.

This Operations Memo provides information on the OBRA '90 Healthy Start outstationing only. Operations Memo 98-91 (12/17/98) describes a new initiative which involves the outstationing of county/tribal eligibility workers to accept applications for **all** programs, including Medicaid (MA), Food Stamps, Child Care and W-2, if appropriate.

BACKGROUND

The Omnibus Budget Reconciliation Act of 1990 (OBRA '90) requires states to make provisions for the receipt and initial processing of MA applications made by pregnant women and children under age 19 at locations other than welfare offices. This process is called HS or OBRA outstationing. This program requires very close coordination and cooperation between MA providers and local Economic Support (ES) agencies to expand a client's access to medical care.

At a minimum, each Disproportionate Share Hospital (DSH) and each Federally Qualified Health Center (FQHC), including tribal health centers, that participates in the Wisconsin's MA program must have a person qualified to:

1. Take applications
2. Conduct initial applicant interviews

3. Prepare applications for eligibility determination by the county or tribal ES agency

It is not necessary for the county/tribal agency to schedule an additional face-to-face interview with the applicant if the outstation site has followed all the necessary procedures (including verifications and client signature witnessing).

ES AGENCY PROCESS

The ES agency is required to accept and process HS applications received from an outstation worker. OBRA '90 allows the "receipt and initial processing of applications" requirement to be met by non-ES staff. The local ES agency staff is responsible for making the eligibility determination.

Close coordination and cooperation between MA providers and the ES agency are necessary to ensure the timely and accurate processing of the application. ES and HS outstation staff should work together to develop procedures for data exchange, resolving issues and general mutual support. The ES agency should also designate one or more staff to answer questions from HS outstation staff and keep track of the number of HS referrals and approvals generated from the HS outstationing.

The ES worker's responsibility is to:

1. Process the application (including verifications) from the outstation site.
2. Let the applicant know what additional verifications are needed, if any (the worker should use the verification checklist).
3. Assist the client in getting verifications if s/he has difficulty in obtaining them.
4. Determine MA eligibility within 30 days of the filing date.
5. Send a letter, through the CARES system, advising the applicant of MA eligibility or denial.
6. Explain to the applicant that the CARES system will inform the client, by letter, of subsequent reviews required for the MA program.

TRAINING

Training on HS outstationing case processing for local agencies and outstation staff will be offered by the DES Training Section in 1999. Refer to the DES training announcements for specific dates and locations of the training.

ADDITIONAL INFORMATION

To assist your agency in understanding HS Outstationing, attached to this Operations Memo is a letter from the Division of Health Care Financing to FQHC's reminding them of the HS outstationing requirement and a description of the outstationing site responsibilities. Please read the attached information as your agency may be contacted by a DSH or FQHC to discuss the HS outstationing process. Contact your regional office if you have questions about HS OBRA '90 outstationing or the other outstationing initiative.